

MARCH 2015

# Calendar of Events

All workshops are free and open to the public.

Please sign up in advance.

Space is limited so call to pre-register today!

**802-254-4555**

◆ Register with us at  
[www.vermontjoblink.com](http://www.vermontjoblink.com)

◆ **We will be closed**  
**Tuesday, March 3rd for**  
**Town Meeting Day**



CAREER  
RESOURCE CENTER  
232 MAIN STREET  
BRATTLEBORO, VT  
05301

OFFICE HOURS:  
MONDAY-THURSDAY  
7:45 TO 4:30  
FRIDAY  
9:45 TO 4:30

## WEEKLY WORKSHOPS

### MONDAYS COMPUTER BASICS 9:00 am

Learn the basics of operating a computer including familiarizing yourself with the keyboard, logging on and using Vermont Job Link.

### MONDAYS INTERVIEWING CAN BE FUN 10:30 am

Learn how to prepare and look your best, answer difficult questions and how to follow up after the interview is over.

### THURSDAYS RESUME WORKSHOP 2:00 pm

Find out how to best express your skills on a resume. If you have never written one, or have been writing them for years, all are welcome to attend. Afterwards, there will be an opportunity to work on your resume in our Resource Center with assistance from our staff.

## FEATURED EVENTS

**MARCH 4** WIA ORIENTATION - Springfield  
2:00 pm-3:00pm Workforce Investment Act Program for Adults

**MARCH 10** C&S WHOLESALE HIRING EVENT  
11:00 AM-1:00PM Meet one on one with a hiring team

**MARCH 11** WIA ORIENTATION - Brattleboro  
2:00 pm-3:00pm Workforce Investment Act Program for Adults

**MARCH 12** VSAC INFORMATION SESSION  
2:00 pm-3:00pm Learn about financial aid options to help with Con't Education

**MARCH 18** WIA ORIENTATION - Springfield  
2:00 pm-3:00pm Workforce Investment Act Program for Adults

**MARCH 25** WIA ORIENTATION - Brattleboro  
2:00 pm-3:00pm Workforce Investment Act Program for Adults

### What does the Career Resource Center Offer?

- ◇ Six computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information on continuing education

Are you an employer interested in holding a hiring event in our office?

Contact us at 802-254-4555 or  
labor-vjl.brattleboro@state.vt.us

## MARCH 2015

## THIS MONTH'S FEATURE: INTERVIEW TIPS

*Knowing how to interview well is one of the most important steps towards securing a job. Remember these helpful tips:*

- ◆ Leave yourself plenty of time to get to your interview destination.
- ◆ Make sure you plan out where to park and get clear directions on where (what floor, what office, etc.) your interview is being held.
- ◆ Plan to arrive at least 10-15 minutes early.
- ◆ Plan your outfit ahead of time. Do a mock interview with a friend while wearing your interview outfit to see if it makes you feel comfortable and confident.
- ◆ If you get tripped up on a question, it's okay to ask for a minute to think about it or ask the interviewer to repeat or clarify the question. Don't fall into the trap of saying "I don't know."
- ◆ Always follow up! A phone call, or ideally, a thank you email or letter gives you another opportunity to make a good impression.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 COMPUTER BASICS 9 am INTERVIEWING CAN BE FUN 10:30 am	3 <b>Town Meeting Day Office Closed!</b>	4 WIA ORIENTATION BRATTLEBORO 2-3 pm	5 RESUME WORKSHOP 2 pm	6	7
8	9 COMPUTER BASICS 9 am INTERVIEWING CAN BE FUN 10:30 am	10 C&S WHOLESALE HIRING EVENT 11am-1pm	11 WIA ORIENTATION SPRINGFIELD 2-3 pm	12 VSAC INFO SESSION 12-12:30pm RESUME WORKSHOP 2 pm	13	14
15	16 COMPUTER BASICS 9 am INTERVIEWING CAN BE FUN 10:30 am	17	18 WIA ORIENTATION BRATTLEBORO 2-3 pm	19 RESUME WORKSHOP 2 pm	20	21
22	23 COMPUTER BASICS 9 am INTERVIEWING CAN BE FUN 10:30 am	24	25 WIA ORIENTATION SPRINGFIELD 2-3 pm	26 RESUME WORKSHOP 2 pm	27	28
29	30 COMPUTER BASICS 9 am INTERVIEWING CAN BE FUN 10:30 am	31				

*Events listed are subject to change. Please call ahead of time if you plan on attending an event.*